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State of Louisiana
Division of Administration
Office of Information Services

June 9, 2015

ISIS Memorandum 15-004

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: AFS, AGPS, and CFMS Extended Availability During 2015 Year-end Closes

******Please distribute this important information to all AFS, AGPS, and CFMS Users. ******

AFS, AGPS, and CFMS will have the following extended hours of availability:

For June 30th Close:

June 22 – June 26	7 a.m. until 8 p.m.
June 29 – June 30	7 a.m. until 8 p.m.

July 1 (Wednesday) – Access for Control Agencies Only

July 2 (Thursday) – Access for Control Agencies Only, until June 30th close process is complete.

For 13th Period Close:

August 3 – August 7	7 a.m. until 9 p.m.
August 10 – August 14	7 a.m. until 9 p.m.

August 15 (Saturday) – Access for Control Agencies Only

This schedule is being implemented to give agencies more time to complete fiscal-year closing tasks. During extended hours, the AFS Help Desk will be remotely monitored June 22 - 26, August 3 - 7, and August 10 - 14. The AGPS/CFMS Help Desk will be remotely monitored June 22 - 26.

For any questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677.

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